



# City of Nashua

## Central Purchasing

229 Main Street

Nashua NH 03060

603-589-3330 Fax: 603-589-3344

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January 9, 2015

### **Request for Proposals**

### **Real Estate Broker Services RFP0019-012815**

The City of Nashua seeks a real estate firm specializing in commercial real estate to provide brokerage services for property owned by the City of Nashua located at 25 Crown Street, Nashua NH 03060. It is the intent of the City of Nashua to select a broker/firm to enter into a professional services contract with the City to supply real estate brokerage services outlined herein.

The real estate firm will be paid strictly on commission basis and will be expected to work closely with the Economic Development Director and provide weekly reports of leasing progress.

### **Instructions to Vendors:**

**Submit one (1) original and two (2) photocopies** of same, of the proposal in a sealed envelope(s) or package(s) clearly marked "**Real Estate Broker Services**". Complete specifications and related documentation is also available on our web site, [www.nashuanh.gov](http://www.nashuanh.gov), under Citizen Favorites, Current Bid Opportunities, document **RFP0019-012815**. Only the names of those agencies that submitted a proposal will be posted on the web site, under Bid Results, within three (3) hours of opening.

Proposals must be submitted, as outlined in the preceding paragraph, **no later than 3:00PM on Wednesday, January 28<sup>th</sup>, 2015**, c/o Central Purchasing Office, Lower Level, City Hall, 229 Main Street, Nashua, NH 03060. Proposals must be submitted in the format provided and address the items specified in the proposal specifications. The City of Nashua may reject any or all of the proposals on any basis and without disclosure of a reason.

Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua.

All proposals are binding for sixty (60) days following the deadline for submittals, or until the effective date of any resulting contract, whichever is later.

This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description

Pursuant to NRO 5-78 (F), the Purchasing Manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this proposal request is void as to anyone who is in default on said payments as well as those who are or have been federally debarred.

Please contact Thomas Galligani, Economic Development Director, via email at [gallaginit@nashuanh.gov](mailto:gallaginit@nashuanh.gov) with questions relating to this Request for Proposals.

Respectfully,

*Mary Sanchez, CPPB*

Mary Sanchez, CPPB  
Purchasing Agent II  
City of Nashua  
[sanchezm@nashuanh.gov](mailto:sanchezm@nashuanh.gov)

## **Introduction**

The property located at 25 Crown Street, Nashua, NH 03060 consists of a 7 acre property located in the General Industrial (GI) Zone and includes two structures:

- **Office/Showroom Building:** A 15,728 square foot building fronting Crown Street contains sales and showroom space formerly occupied national cabinet manufacturer. The building includes an 8,400 square foot two-story mill-type building and a 7,328 square foot one-story addition. The first floor of the mill-type building is used as general office space, while the second floor was used for storage. The addition was recently renovated into a kitchen cabinet showroom.
- **Warehouse Building:** A 45,000 square foot, industrial building in the rear of the site was recently used for cabinet storage and warehouse space. It features estimated 14' ceiling heights and concrete floors. Features include multiple loading docks in the rear, a conveyer belt system to a 20,000 square foot mezzanine structure, as well as a new roof.

The firm is expected to meet the City's objective to market and lease the space to one or more budding entrepreneurs, existing firms, and new firms seeking a new Nashua location.

## **Scope of Services**

The successful firm shall agree to contract with the City to provide the following:

- Perform market analysis,
- Develop strategies for the lease of the property,
- Work with the Economic Development Director and City Attorney to negotiate space leases with prospective lessees, and
- Handling all other customary activities and services associated with real estate transactions.

## **Brokers Qualifications**

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of New Hampshire,
- Must have an excellent reputation in the real estate community,
- Must be knowledgeable in the local real estate market and have experience with commercial properties of this type, and
- Must be knowledgeable in the use of all public real estate records.

## **Submittal Requirements (for this RFP)**

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in the RFP and (2) are capable of performing quality work to achieve the City's objectives. The following must be included in a firm's submittal:

- Executive Summary Letter describing project approach, team experience, staff qualifications;
- Summary of recent, relevant work;
- Resumes of key staff personnel;
- List of at least three references where and when your firm provided similar services;
- Additional services offered through your firm;
- Listing of current litigation, outstanding judgments and liens; and
- Fee schedule:
  - Clearly state your commission rate for the selling of properties,

- State any other costs the City may anticipate relating to the real estate services to be provided.

## Evaluation Criteria

The following will be used as the evaluation criteria

- Knowledge of local real estate market and Greater Nashua,
- Global reach for marketing the property,
- Commercial real estate qualifications,
- Proven commercial real estate experience,
- Ability of the contractor to meet or exceed the requirements defined in the RFP,
- Fee schedule,
- Completeness of response to RFP as outlined in this solicitation, and
- References.

## Evaluation and Award Process

Issuance of the RFP and receipt of proposals does not commit the City of Nashua to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to the RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

## Term of Contract

The contract period for the selected broker/firm will be six months from the date of award, with a City option to continue for another six months.

## Insurance Requirements

Prior to the City entering into a contract, the successful vendor shall provide the City with certificates of insurance for coverage as listed below and endorsements affecting coverage required by the contract within ten (10) calendar days after the City issues the notice of award.

The City requires thirty (30) days written notice of cancellation or material change in coverage. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer and who is licensed by the State of New Hampshire.

The successful bidder must maintain the following lines of coverage and policy limits for the duration of the contract. Any subcontractors used by the CONTRACTOR are subject to the same coverage and limits and is a subcontractor of the CONTRACTOR and not the OWNER. It is the responsibility of the CONTRACTOR to update Certificates of Insurance during the term of the contract with the City of Nashua Risk Management Department. **The City of Nashua must be named as an Additional Insured.**

Provide coverage for not less than the following amounts or greater:

General Liability:           \$1,000,000 per Occurrence       \$2,000,000 Aggregate

Motor Vehicle Liability: \$1,000,000 Combined Single Limit

**\*Coverage must include all owned, non-owned and hired vehicles.**

Profession Liability: \$1,000,000

Workers' Compensation Coverage according to Statute of the State of New Hampshire:

\$100,000 / \$500,000 / \$100,000

All bidders and subcontractors at every tier under the bidder will fully comply with NH RSA Chapter 281-A, "Workers' Compensation". It is the responsibility of the CONTRACTOR to submit to the OWNER certificates of insurance for all subcontractors prior to the start of the project. It is the responsibility of the CONTRACTOR to provide the OWNER with updated certificates of insurance for the CONTRACTOR and all subcontractors 10 days prior to the expiration of coverage. The OWNER may, at any time, order the CONTRACTOR to stop work, suspend the contract or terminate the contract for non-compliance. All subcontractors except are subject to the same insurance requirements as the CONTRACTOR.

To be eligible for an award, a vendor must be deemed "responsible". A responsible bidder 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has developed a positive track record with the City of Nashua to the extent the vendor has previously provided goods or services.

Before making an award, an authorized City representative reserves the right to require a vendor to submit such evidence of their qualifications, as it may deem necessary. The following documentation may be required: financial stability, technical expertise, experience, and other qualifications or abilities of a bidder, including past performance with the City of Nashua, to assist in making the award in the best interest of the City of Nashua.

### **Submission Requirements**

**Submit one (1) original and two (2) photocopies** of same, of the proposal in a sealed envelope(s) or package(s) clearly marked "**Real Estate Broker Services**". Proposals must be submitted **no later than 3:00PM on Wednesday, January 28<sup>th</sup>, 2015**, c/o Central Purchasing Office, Lower Level, City Hall, 229 Main Street, Nashua, NH 03060.

The vendor, in submitting a proposal shall agree and ***so state in its proposal*** that no person acting for, or employed by, the City of Nashua has a direct or indirect financial interest in the proposal or in any portion of the profits, which may be derived there from.

The vendor shall be required to comply with all applicable provisions of federal, state and local law both in its response hereto and in provision of any services by the selected vendor. Each proposal shall be signed by a person legally authorized to bind the vendor to a contract.

### **Oral Presentation/Interviews**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.